



Charter Township of Canton
1150 Canton Center Road
Canton, MI 48188
Telephone (734) 394-5260
Website: www.canton-mi.org

Notice of Employment Opportunity

The following full-time position will be open until Tuesday, June 30, 2015:

POLICE OFFICER

Pay Range: \$41,136 to \$68,180 / year

Immediate Openings Exist: Canton Township currently anticipates starting the new hire process for 7 Police Officer Candidates to fill Police Officer vacancies.

Employees in this job classification are members of the POAM Union.

Canton Township is a reciprocal unit as defined in the Reciprocal Retirement Act, Act 88 of 1961

- This is an external posting open to all applicants.
- Applicants are encouraged to apply early. Conditional offers of employment will be extended as candidates are interviewed and selected to fill open positions.
- Must meet the minimum requirements of the position.
- Applications must be completed and submitted on or before Tuesday, June 30, 2015 to be considered for this job posting.
- Applications will be reviewed and processed as they are received.
- Qualified candidates will be emailed a selection questionnaire to assist in the screening process. Completed questionnaires will be screened in the order they are received.
- Selected qualified candidates will be scheduled to interview in July or August.
- Create an account to apply online at <http://canton.applicantpro.com/jobs/>

Only those applications received in the Human Resources Division prior to the posted deadline will be considered.

Job Description and Hiring Process Attached

Date Posted: June 3, 2015

JOB DESCRIPTION POLICE OFFICER

DESCRIPTION OF DUTIES:

This is general police work in the protection of life and property and the enforcement of criminal and traffic laws and local ordinances. An employee in this class is responsible for the protection of life and property; prevention of crime; apprehension of criminals; and the general enforcement of laws and ordinances in a designated area on an assigned shift. The employee may be assigned to special details and to a training capacity.

The employee must be able to independently exercise quick but sound judgment in applying appropriate police methods in emergency situations. As the employee acquires experience on the job he will be granted additional responsibility. Work is supervised by a superior officer through personal inspection, review of reports, and through general appraisal of the effectiveness of the police service.

EXAMPLES OF WORK: (Note: These examples are intended merely as illustrations of the various types of work performed in positions allocated to this classification and do not include all of the duties an employee in this class may be required to perform.)

- Patrols a designated area of the Township to preserve law and order, to prevent/discover the commission of crime, and to enforce motor vehicle operation and parking regulations.
- Answers calls and complaints involving automobile accidents, robberies, and other misdemeanors and felonies.
- At scene of an accident, crime, or fire administers first aid; conducts preliminary investigations; gathers evidence; obtains witnesses; and may make arrests and take prisoners to jail.
- Responds to calls at addresses of commercial, residential and adjoining areas.
- At central police desk, interviews persons with complaints and inquiries, and attempts to make the proper disposition or directs them to proper authorities.
- Furnishes escorts when required.
- Prepares evidence for issuance of complaints, testifies as a witness in court, and makes reports of all activities and disposition of cases.
- Maintains order in court; conducts prisoners to court from detention quarters; serves criminal process including warrants and departmental subpoenas
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

- Ability to learn the streets and physical layout of the Township and adjoining areas.
- Some knowledge of first aid methods.
- Some knowledge of modern approved principles, practices, and procedures of police work.
- Some skill in the use of firearms.
- Ability to learn and uphold relevant state laws and Township ordinances.
- Ability to satisfactorily complete required training.
- Ability to react competently, quickly and calmly in emergency conditions.
- Ability and strength for prolonged and arduous work under adverse conditions.
- Ability to cooperate with supervisors and other employees and to accept lines of authority.
- Ability to deal with the public in a tactful and courteous manner.
- Ability and willingness to comply with the Department's Standards of Appearance policy.

NECESSARY SPECIAL QUALIFICATIONS:

- Certified or certifiable as a Michigan Police Officer or currently enrolled in a recognized Police Academy; must have Police Officer Certification from the State of Michigan at the time of Canton Township job offer.
- Must possess a current, valid Michigan Driver's License with a driving history that does not create liability concerns; i.e. convictions of reckless driving, careless driving, suspended license, or convictions involving drinking and impaired driving.
- Successful completion of the MCOLES Reading and Writing Skills Examination.
- Applicants must have successfully completed MCOLES Physical Fitness Test within the past twelve months at time of interview.

PHYSICAL DEMANDS:

<u>Physical Demands</u>		<u>Lift/Carry</u>	
- Stand-	Frequently	- Less than 10 lbs-	Frequently
- Walk-	Frequently	- 10 - 29 lbs-	Occasionally
- Sit-	Occasionally	- 30 - 59 lbs-	Rarely
- Use of Hands/Fingers-	Frequently	- 60 - 100 lbs-	Rarely
- Reach-	Occasionally	<u>Push/Pull</u>	
- Climb-	Rarely	- Less than 10 lbs-	Frequently
- Crawl-	Rarely	- 10 - 29 lbs-	Occasionally
- Squat or Kneel-	Rarely	- 30 - 59 lbs-	Rarely
- Bend-	Occasionally	- 60 - 100 lbs-	Rarely

Revised: 6/3/2015

Hiring Process – Police Officer

Canton Township is creating an eligibility list for the Police Officer position. Candidates must submit a completed Canton Township Employment Application by the posted deadline and complete the pre-employment testing requirements as outlined below to be considered for this job posting.

Employment Application (2 Options Available):

Option 1:

Online Application: Candidates can complete a Canton Township employment application and apply online through Canton Township's career web page located at <http://canton.applicantpro.com/jobs/>

Option 2:

Paper Application: Six page paper applications packets are available in the Canton Township Human Resources Department.

Written Test (2 Options Available):

NATIONAL CRIMINAL JUSTICE OFFICER SELECTION INVENTORY - I (NCJOSI^2)

Option 1:

Candidates that have taken the NCJOSI^2 test through EMPCO's Law Enforcement Testing System will have met the testing requirement for this job posting if the following are completed:

- a. Successful completion of the NCJOSI^2 Test through EMPCO within the past 12 months. Test scores will be pulled as selection questionnaires are screened. Test must have been completed within the past 12 months to be considered current for this job posting.
- b. Candidates must select to share their EMPCO score with Canton Township Public Safety Department. EMPCO scores will be verified as selection questionnaires are screened.

To learn more about the EMPCO Law Enforcement Testing System or to register to test visit the EMPCO website at <https://www.empco.net/testing/>

Option 2:

Candidates that do not have a valid NCJOSI^2 Test Score available through the EMPCO Law Enforcement Testing Program will be scheduled to test directly with Canton Township.

- a. Written Test will be held on Friday July 24, 2015.
- b. Test scores cannot be shared with other communities if the NCJOSI^2 test is taken directly with Canton Township.
- c. There is no charge to candidates exercising this option.

Study Guides:

Study guides are available for the NATIONAL CRIMINAL JUSTICE OFFICER SELECTION INVENTORY - I (NCJOSI^2) Test. To obtain additional information or to order the study guide visit the EMPCO website at: <https://www.empco.net/testing/information.php#guides>

MCOLES Physical Fitness Test

If selected for oral interview, all candidates must provide proof that they have successfully completed the MCOLES Physical Fitness Test within the past 12 months as of the date of interview. A copy of the MCOLES Physical Fitness Testing Certificate will be obtained at the start of the interview.

POLICE OFFICER HIRING PROCESS

Employment Application – June 3rd thru June 30th

Please do not submit copies of certifications with application. Copies of certifications will be obtained with the selection questionnaire.

1. Submit a Canton Township Employment Application Form (online or paper), completed in its entirety prior to posted deadline date of Tuesday, June 30, 2015.
 - a. Applicants are encouraged to apply early. Conditional offers of employment will be extended as candidates are selected to fill open positions.
 - b. Online applications must be completed and submitted electronically before 11:59 p.m. on deadline date. To view the complete job posting and to submit an application online visit: <https://canton.applicantpro.com/>
 - c. Applicants will receive a confirmation email after their online application has been accepted.
 - d. Applications not completed in their entirety will not be considered.
 - e. Paper applications must be received in the Canton Township Human Resources Division by 4:30 p.m. on the posted deadline date. Applicants choosing to complete a paper application should be conscious of postal delivery times. Paper applications are available in the Human Resources Department.
 - f. Faxed or emailed applications will not be accepted.
 - g. Late and incomplete applications will not be accepted.

Selection Questionnaire – Deadline Date July 7, 2015

2. Qualified candidates will be emailed a selection questionnaire within seven business days of submitting their employment application.
 - a. It is the applicant's responsibility to contact Human Resources at 734-394-5254 if they do not receive the selection questionnaire within seven business days of submitting their employment application.
 - b. Applicants who do not receive a selection questionnaire will receive email notification they are no longer being considered.

Completed Questionnaire

3. Hard copies of the completed selection questionnaire must be received in Human Resources no later than 4:30 p.m. on Tuesday, July 7, 2015.
 - a. Human Resources will be closed on July 3, 2015 in observance of the holiday.
4. Questionnaires will be screened in the order they are received. In addition to education, training and experience, the following criteria will be considered when selecting qualified candidates for the oral interview:
 - a. MCOLES Certified or MCOLES Certifiable
 - i. Candidates currently enrolled in a recognized Police Academy are eligible to apply
 - b. Completion of the NCJOSI^2 test through EMPCO's Law Enforcement Testing System or directly through Canton Township
 - c. Successful completion of the MCOLES Physical Fitness Test
 - d. Application and Selection Questionnaire prepared representing the quality of desired professional work (responses, spelling, grammar, and presentation are essential).
 - e. Ability to meet the minimum requirements as posted on the job description.
 - f. Required certification(s) or documents submitted with questionnaire.

Written Test - Friday July 24, 2015

5. The NCJOSI^2 Test will be held for those candidates scheduled to test directly with Canton Township. Candidates must score a minimum of 70% or higher to move on to the next step in the hiring process.
6. Candidates scheduled to take the NCJOSI^2 Written Test directly through Canton Township will receive email notification by 4:00 p.m. on July 13, 2015.

Interview and Selection Process – July and August

7. Oral boards will be scheduled in July and August.
 - a. July interviews will be scheduled the week of July 12th
 - b. August interviews will be held on or after August 12th
8. Conditional offers of employment will be extended as candidates are selected to fill open positions.

Application Status

9. Upon conclusion of Oral Interviews, the Eligibility Hiring List will be prepared establishing an expiration date one year from preparation date.
10. All applications received by the deadline date will be considered during the formation of an eligibility list created for this job posting.
11. All candidates will be notified **via email** of disposition of their employment application.
12. All communication will be via email. Applicants must provide a valid email address on the application and the email address must be written legibly. Please add jobs@canton-mi.org to your safe sender list.

Contingent Job Offers

13. All offers of employment are contingent on the results of further interviews, reference checks, psychological examination, thorough background investigation, working history verification, physical examination/drug screen and satisfactory completion of a probationary period